



HEALTH AFFAIRS



Learning Management System (LMS)

Update Session

December 2005

TMA Privacy Office

*This document contains proprietary information and will be handled within Government regulations.
It is intended solely for the use and information of the Military Health System.*

Agenda

- Updating Student Profile
- Accessing the Refresher Course
- Updating the Students Social Security Number (SSN) as a Training Admin
- Giving Credit for the Refresher Course
- Tracking Refresher Course Completion
- Refresher Training Roll Out Schedule

Training Objectives

- Upon completion of this lesson, you will be able to:
 - Login to the LMS
 - Update Student Profile
 - Access the Refresher Course
 - Update Student Profile with SSN as an Admin
 - Grant Course Credit for the Refresher Course
 - Track Completion Progress of the Refresher Course
 - Identify the Roll-Out Schedule for the Refresher Course

Accessing the Refresher Course

Accessing the Refresher Course

Accessing the LMS

- Select the [clicking here](#) hyperlink

TRICARE HIPAA TRAINING
Notice and Terms of Use

NOTICE AND CONSENT LOGON BANNER
THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM

This computer system, including all related equipment, networks, and network devices (specifically in Internet access), is provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DOD entities to test or verify the integrity of this system. During monitoring, information may be examined, recorded, copied, and used for authorized purposes.

All information, including personal information, placed or sent over this system may be monitored.

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By [clicking here](#), you agree to abide by the above stated rules.

Accessing the Refresher Course

Student Login

1. Enter Student ID and Password
2. Click on the **Submit** button

The screenshot shows a web browser window with the address bar displaying `https://hipaatraining.tricare.osd.mil/elms/pws/login.jsp`. The page features a TRICARE logo on the left and navigation links for "Student Access", "Browser Check", and "Help" on the right. The main content area is divided into two columns. The left column, titled "Student Login", contains a form with two input fields: "Student ID:" (containing the text "564826") and "Password:" (containing masked characters). A red rectangular box highlights these two fields, and a red arrow points from the bottom of this box to a "Submit" button located directly below the password field. The right column, titled "SYSTEM REQUIREMENTS FOR USING THE LMS", lists the following requirements:

- Operating System (Client)**
 - Windows 2000
 - Windows XP
 - Mac OS X
- Browsers**
 - Microsoft IE 5.5 SP2, 6.0 (Windows)
 - Netscape Navigator 6.2 (Windows, Mac OS X)

Below the requirements, a paragraph states: "Click the 'Browser Check' button in the upper right to determine if your computer meets the minimum requirements for you to successfully access the online course materials."

The "NEW USERS" section provides instructions: "New users will be required to complete the self-registration process to obtain a Student ID and Password. Please follow the instructions provided by your Privacy Officer to complete the registration process."

A note at the bottom states: "Note: If you attempt to re-register you will not receive credit for previously completed courses."

At the very bottom, it says: "CLICK [here](#) to begin self-registration".

Accessing the Refresher Course

Updating the Students Profile (1 of 3)

- Upon login you will be brought to the Student Information page where you will have the ability to update your personal information

The screenshot shows the 'Student Information' page of a web application. The top navigation bar includes 'Student Access', 'Home', 'Browser Check', 'Help', and 'Logout'. A status bar indicates 'Logged in as: Dunlap, Amanda'. The left sidebar contains a menu with categories: Learning (Development Plan, Qualification Status), Learning Records (Learning History), Shopping (Catalog), Student Information (Student Information, Regional Settings, Reports), and a contact link for the HIPAA Support Center. The main content area is titled 'Student Information' and contains a red warning message: '> Review the information below to ensure the information on file is correct. If applicable, input any changes and required information. Click the "Proceed to Development Plan" button to view your Development Plan.' Below this, the 'Student Information' section is highlighted. The 'Employment & Account Information' section includes fields for Social Security Number, Student ID (89), First Name (Amanda), Last Name (Dunlap), Middle Initial, Job Position (Volunteers and Contractor Personnel), and Domain (00001). A password field is shown with masked characters. The 'Contact Information' section includes an Email Address (something@tma.osd.mil) and a Commercial Phone field.

Student Access [Home](#) [Browser Check](#) [Help](#) [Logout](#)

Logged in as: Dunlap, Amanda

Learning
Development Plan
Qualification Status

Learning Records
Learning History

Shopping
Catalog

Student Information
Student Information
Regional Settings
Reports

Contact the HIPAA Support Center
hipaasupport@tma.osd.mil

Student Information [?](#)

> Review the information below to ensure the information on file is correct.
If applicable, input any changes and required information.
Click the "Proceed to Development Plan" button to view your Development Plan.

Student Information

Employment & Account Information

* Social Security Number: - -

Student ID: 89

First Name:

Last Name:

Middle Initial:

Job Position:

Domain:

[Password:](#)

Contact Information

Email Address:

[Commercial Phone:](#)

Accessing the Refresher Course

Updating the Students SSN (2 of 3)

1. Input your SSN (Required)

The screenshot displays the 'Student Access' web application interface. At the top, there is a navigation bar with links for 'Home', 'Browser Check', 'Help', and 'Logout'. The user is logged in as 'Dunlap, Amanda'. The left sidebar contains a menu with categories: 'Learning' (Development Plan, Qualification Status), 'Learning Records' (Learning History), 'Shopping' (Catalog), and 'Student Information' (Student Information, Regional Settings, Reports). The main content area is titled 'Student Information' and contains the 'Employment & Account Information' section. This section includes fields for 'Social Security Number' (highlighted with a red box), 'Student ID', 'First Name', 'Last Name', 'Middle Initial', 'Job Position' (a dropdown menu), 'Domain', 'Password', 'Email Address', and 'Commercial Phone'. The 'Social Security Number' field is currently set to '222 - 22 - 2222'. The 'Job Position' dropdown is set to 'Volunteers and Contractor Personnel'. The 'Domain' field is set to '00001'. The 'Email Address' field is set to 'something@tma.osd.mil'. At the bottom right, there are two buttons: 'Proceed to Development Plan' and 'Reset'.

AAA
TMA

Student Access [Home](#) [Browser Check](#) [Help](#) [Logout](#)

Logged in as: Dunlap, Amanda

Learning
Development Plan
Qualification Status

Learning Records
Learning History

Shopping
Catalog

Student Information
Student Information
Regional Settings
Reports

Contact the HIPAA Support Center
hipaasupport@tma.osd.mil

Student Information

Employment & Account Information

* Social Security Number: 222 - 22 - 2222

Student ID: 89

First Name: Amanda

Last Name: Dunlap

Middle Initial:

Job Position: Volunteers and Contractor Personnel

Domain: 00001

Password: *****

Contact Information

Email Address: something@tma.osd.mil

Commercial Phone:

[Proceed to Development Plan](#) [Reset](#)

Accessing the Refresher Course

Updating the Profile (3 of 3)

2. Update your email address, if necessary
3. Click on the **Proceed to Development Plan** button

Student Access [Home](#) [Browser Check](#) [Help](#) [Logout](#)

Logged in as: Dunlap, Amanda

Learning
Development Plan
Qualification Status

Learning Records
Learning History

Shopping
Catalog

Student Information
Student Information
Regional Settings
Reports

Contact the HIPAA Support Center
hipaasupport@tma.osd.mil

Student Information

Employment & Account Information

* Social Security Number: - -

Student ID: 89

First Name:

Last Name:

Middle Initial:

Job Position:

Domain:

Password:

Contact Information

Email Address:

Commercial Phone:

[Proceed to Development Plan](#) [Reset](#)

Accessing the Refresher Course

Launching a Course (1 of 3)

1. In the Development Plan, select the [Launch](#) hyperlink to begin the HIPAA Refresher Course

TRICARE

Student Access [Home](#) [Browser Check](#) [Help](#) [Logout](#)

Logged in as: Dunlap, Amanda

Learning

- Development Plan
- Qualification Status

Learning Records

- Learning History

Shopping

- [Catalog](#)

Student Information

- Student Information
- Regional Settings
- Reports

Contact the HIPAA Support Center
hipaasupport@tma.osd.mil

Development Plan

> [View Development Plan](#)

Development Plan

The Development Plan provides a list of all available components specific to your learning needs and your current enrollment. To view your current enrollment, select **Current Enrollment** from the **Filter** drop-down menu. To launch a course select the "**Launch**" hyperlink under **Status**. For additional details of a course, click on the **Component** hyperlink.

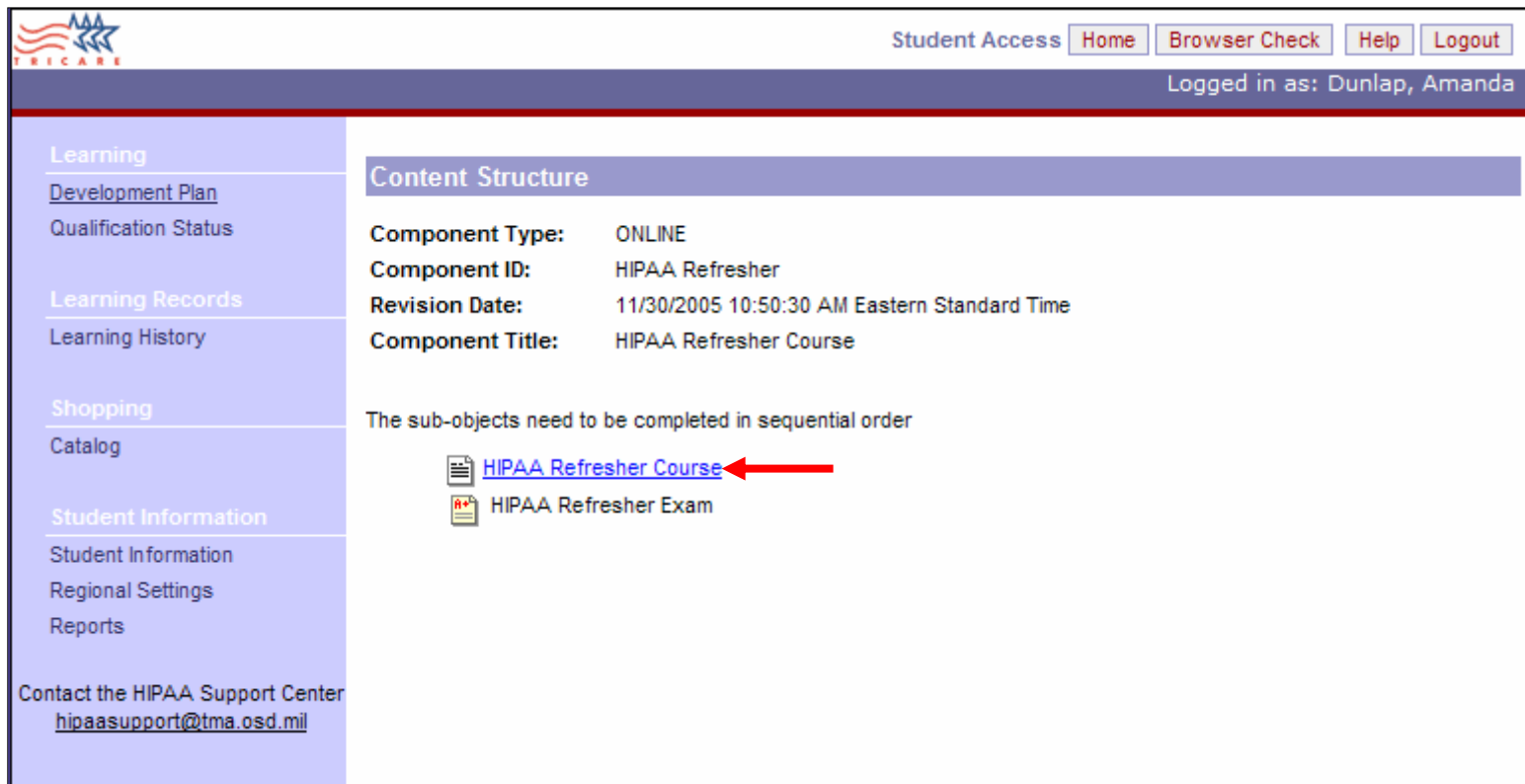
Filter:

Component Title Component Type/Component ID	Req. Date	Req. Type	Assigned By	Status
HIPAA Refresher Course ONLINE HIPAA Refresher (Rev 11/30/2005 10:50:30 AM Eastern Standard Time)				Launch

Accessing the Refresher Course

Launching a Course (2 of 3)

2. In the Content Structure view, click the course title hyperlink to begin the course



The screenshot displays the TRICARE Student Access web application. The top navigation bar includes links for Home, Browser Check, Help, and Logout, along with the user's login status: "Logged in as: Dunlap, Amanda". A left-hand sidebar contains a menu with categories like Learning, Learning Records, Shopping, Student Information, and contact information for the HIPAA Support Center. The main content area is titled "Content Structure" and lists course details: Component Type (ONLINE), Component ID (HIPAA Refresher), Revision Date (11/30/2005 10:50:30 AM Eastern Standard Time), and Component Title (HIPAA Refresher Course). Below this, a note states that sub-objects must be completed in sequential order. A list of sub-objects follows, with "HIPAA Refresher Course" highlighted by a red arrow, indicating it is the next step to click.

Learning
[Development Plan](#)
Qualification Status

Learning Records
Learning History

Shopping
Catalog



Student Information
Student Information
Regional Settings
Reports

Contact the HIPAA Support Center
hipaasupport@tma.osd.mil

Content Structure

Component Type: ONLINE
Component ID: HIPAA Refresher
Revision Date: 11/30/2005 10:50:30 AM Eastern Standard Time
Component Title: HIPAA Refresher Course

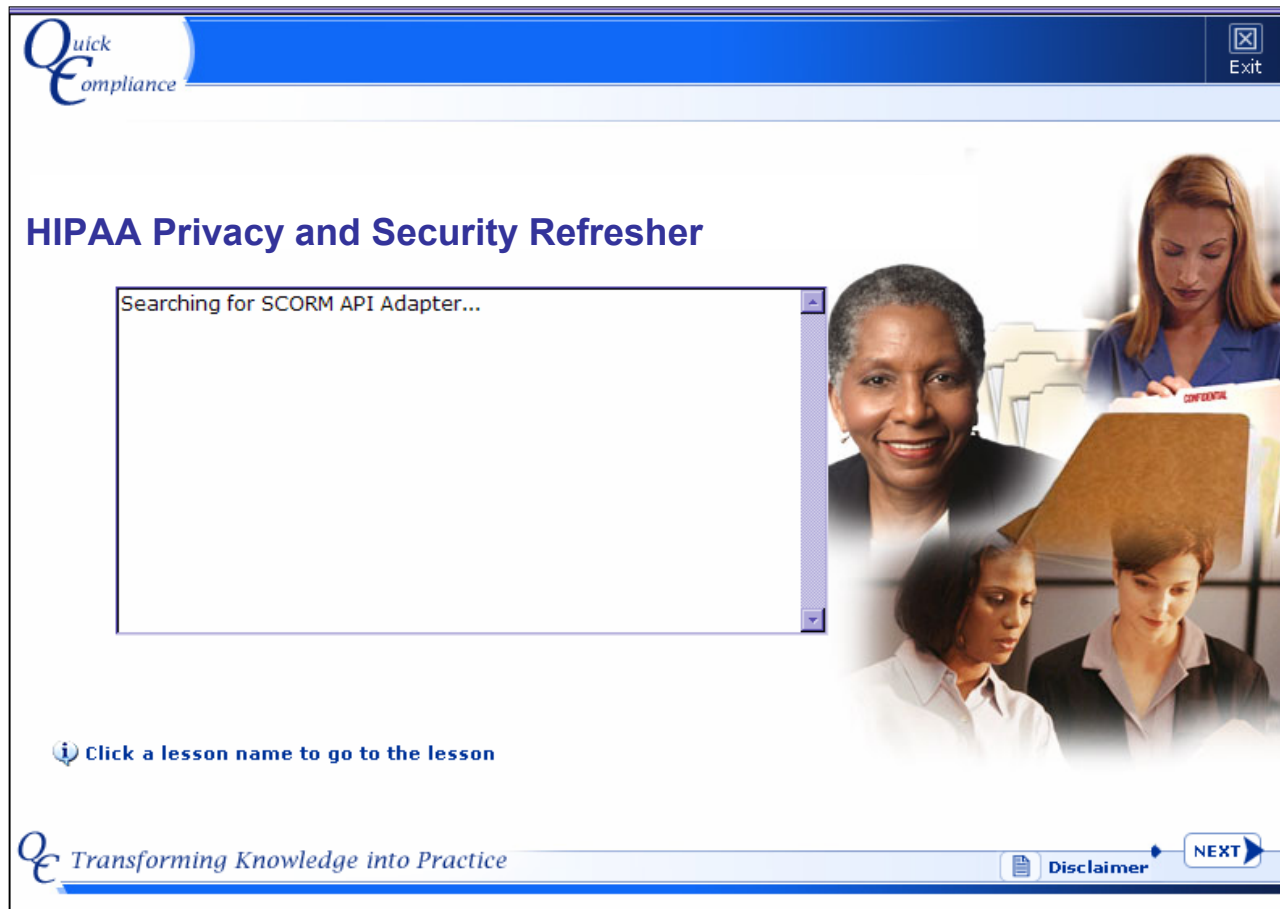
The sub-objects need to be completed in sequential order

-  [HIPAA Refresher Course](#) ←
-  HIPAA Refresher Exam

Accessing the Refresher Course

Launching a Course (3 of 3)

- The SCORM Adapter will load in a new browser window.
*This is **not** an error.*



Accessing the Refresher Course

Completing the Course

- To begin the course, start at Section 1 and work your way through the entire course
- When exiting, be sure there are check marks next to all sections and click the Exit button

The screenshot shows the 'Quick Compliance' logo in the top left corner. The top right of the interface features a blue bar with 'Audio on/off' and 'Exit' buttons. A red arrow points to the 'Exit' button. The main title is 'HIPAA Privacy and Security Refresher'. Below it, the text 'How to use this course' is followed by a numbered list of 10 sections. A red arrow points to the first item, '1. Introduction to HIPAA Privacy and Security'. To the right of the list is a photograph of four healthcare professionals. At the bottom, there is a footer with the text 'Transforming Knowledge into Practice', a 'Disclaimer' link, a 'Return' button, and a 'NEXT' button.

Quick Compliance

HIPAA Privacy and Security Refresher

How to use this course

1. Introduction to HIPAA Privacy and Security
2. HIPAA Terminology
3. Protected Health Information
4. Notice and Authorization
5. Patient Rights
6. Security Safeguards
7. Administrative Safeguards
8. Physical Safeguards
9. Technical Safeguards
10. Conclusion

Click a lesson name to go to the lesson.

Transforming Knowledge into Practice

Disclaimer Return NEXT

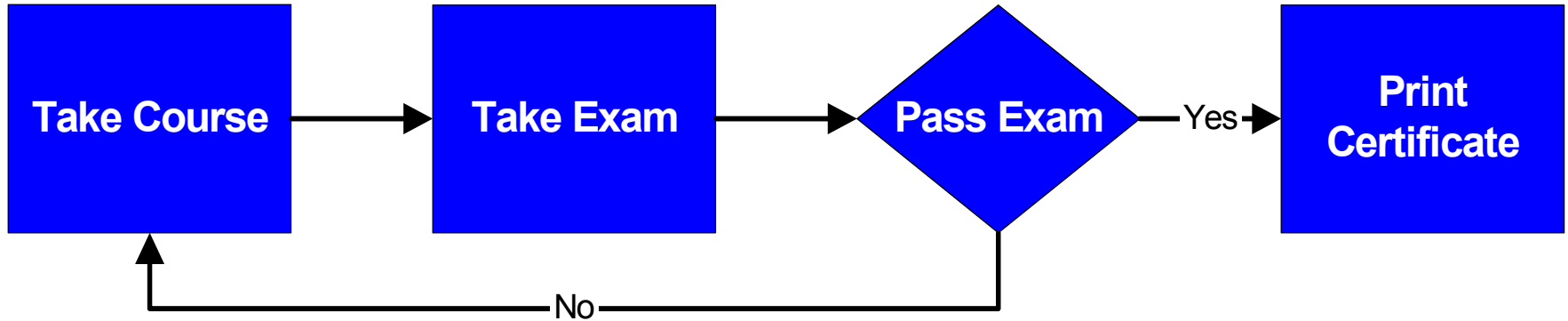
Examinations

- Examinations were added to some courses to ensure a minimum level of HIPAA knowledge across the MHS
- Policy: All individuals who have access to a computer are required to complete the online examination

Exceptions:

- if student does not have access to a computer
- if student does not speak English
- if course is taught in a classroom environment

Exam Workflow



Accessing the Refresher Course

Refresher Exam

- The component (course + exam) will reside in the student's Development Plan until the student has successfully completed the exam
- Passing score is 75%. If the student does not pass, then both the course and the exam must be repeated
 - If exam is failed, the learning event will be recorded in the Learning History as "Needs Review"
- Once the student completes the exam, the component (course + exam) will appear in the student's Learning History
 - When the course is completed, students should print the completion certificate and obtain the appropriate signature (the MTF Privacy Officer or other appropriately designated individual)
- Exam questions are randomly assigned by the LMS

Accessing the Refresher Course

Accessing the Exam (1 of 2)

1. Click the appropriate link to access the exam
 - This link is active only after its prerequisite (the course) is complete

The screenshot displays the TRICARE Student Access interface. At the top, the TRICARE logo is on the left, and navigation links for 'Student Access', 'Home', 'Browser Check', 'Help', and 'Logout' are on the right. Below these, a status bar indicates 'Logged in as: Dunlap, Amanda'. The main content area is divided into a left sidebar and a right main panel. The sidebar contains links for 'Learning' (Development Plan, Qualification Status), 'Learning Records' (Learning History), 'Shopping' (Catalog), 'Student Information' (Student Information, Regional Settings, Reports), and a contact link for the HIPAA Support Center. The main panel, titled 'Content Structure', shows details for the 'HIPAA Refresher Course' (Component ID: HIPAA Refresher, Revision Date: 11/30/2005 10:50:30 AM Eastern Standard Time). It states that sub-objects must be completed in sequential order and lists two items: 'HIPAA Refresher Course' (marked with a green checkmark and 'Completed On 11/30/2005 11:14:57 AM Eastern Standard Time') and 'HIPAA Refresher Exam' (marked with a red 'X' icon). A red arrow points to the 'HIPAA Refresher Exam' link.

TRICARE

Student Access [Home](#) [Browser Check](#) [Help](#) [Logout](#)

Logged in as: Dunlap, Amanda

Learning
[Development Plan](#)
Qualification Status

Learning Records
[Learning History](#)

Shopping
[Catalog](#)


Student Information
[Student Information](#)
[Regional Settings](#)
[Reports](#)


Contact the HIPAA Support Center
hipaasupport@tma.osd.mil

Content Structure

Component Type: ONLINE
Component ID: HIPAA Refresher
Revision Date: 11/30/2005 10:50:30 AM Eastern Standard Time
Component Title: HIPAA Refresher Course

The sub-objects need to be completed in sequential order

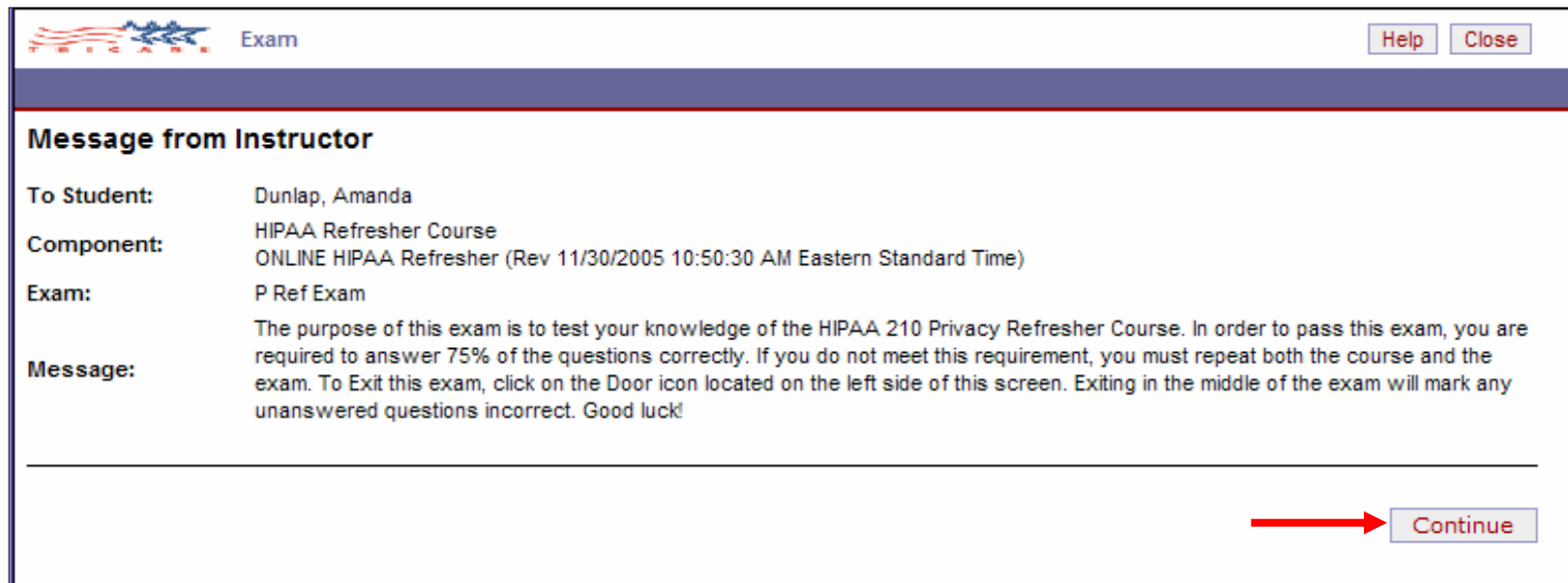
 [HIPAA Refresher Course](#)
Completed On 11/30/2005 11:14:57 AM Eastern Standard Time

 [HIPAA Refresher Exam](#) ←

Accessing the Refresher Course

Accessing the Exam (2 of 2)

2. Read the message and click Continue



The screenshot shows a web browser window titled "Exam". In the top right corner, there are two buttons: "Help" and "Close". The main content area is titled "Message from Instructor". It contains the following information:

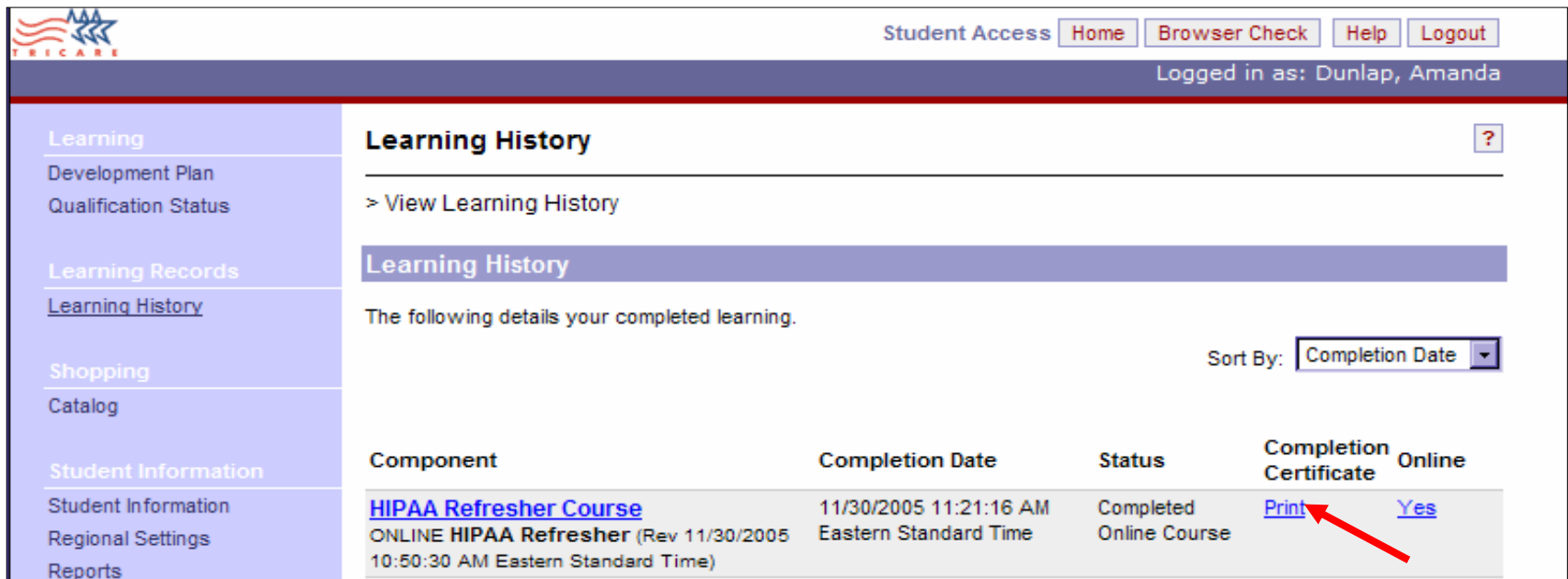
To Student: Dunlap, Amanda
Component: HIPAA Refresher Course
ONLINE HIPAA Refresher (Rev 11/30/2005 10:50:30 AM Eastern Standard Time)
Exam: P Ref Exam
Message: The purpose of this exam is to test your knowledge of the HIPAA 210 Privacy Refresher Course. In order to pass this exam, you are required to answer 75% of the questions correctly. If you do not meet this requirement, you must repeat both the course and the exam. To Exit this exam, click on the Door icon located on the left side of this screen. Exiting in the middle of the exam will mark any unanswered questions incorrect. Good luck!

At the bottom right of the window, there is a red arrow pointing to a button labeled "Continue".

LMS Student Functionality

Learning History

- When a component is completed, its status is found in the student's Learning History
- Click [Print](#) for the appropriate course



The screenshot shows the LMS Student Access interface. The top navigation bar includes links for Home, Browser Check, Help, and Logout. The user is logged in as Dunlap, Amanda. The left sidebar contains a menu with categories like Learning, Learning Records, Shopping, and Student Information. The main content area is titled 'Learning History' and shows a list of completed learning components. A table displays the details of the 'HIPAA Refresher Course', including the completion date and status. A red arrow points to the 'Print' link in the 'Completion Certificate' column.

Component	Completion Date	Status	Completion Certificate	Online
HIPAA Refresher Course ONLINE HIPAA Refresher (Rev 11/30/2005 10:50:30 AM Eastern Standard Time)	11/30/2005 11:21:16 AM Eastern Standard Time	Completed Online Course	Print	Yes

Certificate of Completion

- The certificate is created as a .pdf and can be printed or saved after it is generated



Refresher Training: Administrator Functions

Administrator Functions

- The responsibilities of the Training Administrators during the role out of the Refresher Training are:
 - Updating the SSN as an Admin
 - Giving credit for Refresher Training
 - Tracking Course Completion

Updating the SSN as an Admin

1. Search for and select the correct student
2. Select the **Custom Fields** tab

The screenshot displays the 'Students' management interface. On the left is a sidebar with a list of functions: [Students](#), Learning Event Editor, Learning Event Recorder, Competency Assessment Editor, Competency Assessment Recorder, and Student Needs Mgmt. The main content area is titled 'Students' and includes links for Simple Search, Advanced Search, Add New, and Help. Below this is a breadcrumb trail: > Search > Search Results > Edit Summary. The student's ID is 89 and their name is Dunlap, Amanda. A grid of tabs is shown, with 'Custom Fields' highlighted by a red arrow. Other tabs include Commerce, Account Code, Catalog Preview, Preferences, Prof Profiles, Competencies, Enrollment, Requests, Online Status, Assessments, Summary, Phone Numbers, Dev Plan, Learning History, and Qualifications. Below the tabs is a section titled 'Edit the Student Information' with a red asterisk indicating required fields. A note states: '* = Required Fields. First Name, Last Name and Student Email are required for VLS support.' At the top of this section are buttons for Apply Changes, Reset, Reset Student Pin, Copy..., and Delete. The form includes a checkbox for 'Active' (checked), and input fields for Last Name (Dunlap), First Name (Amanda), and MI. Below these are fields for Job Position (000070), Job Location, Domain (00001), Organization, Emp Type, Emp Status, and Address.

Updating the SSN as an Admin

3. Enter the students SSN in the appropriate field
4. Click [Apply Changes](#)

Students | [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#)

> Search > [Search Results](#) > Edit Custom Fields

Student ID: 89
Name: Dunlap, Amanda

Commerce	Account Code	Catalog Preview	Preferences
Prof Profiles	Competencies	Enrollment	Requests
Summary	Phone Numbers	Custom Fields	Dev Plan
Online Status	Assessments	Learning History	Qualifications

Edit the Custom Fields for the Student

[Apply Changes](#) [Reset](#)

Column#	Label	Value
1	Deployed	<input type="text"/>
2	Training Administrator	<input type="text"/>
3	Privacy Officer	<input type="text"/>
4	Security Officer	<input type="text"/>
5	Social Security Number	<input type="text"/>

[Apply Changes](#) [Reset](#)

Granting Course Credit: Refresher Training

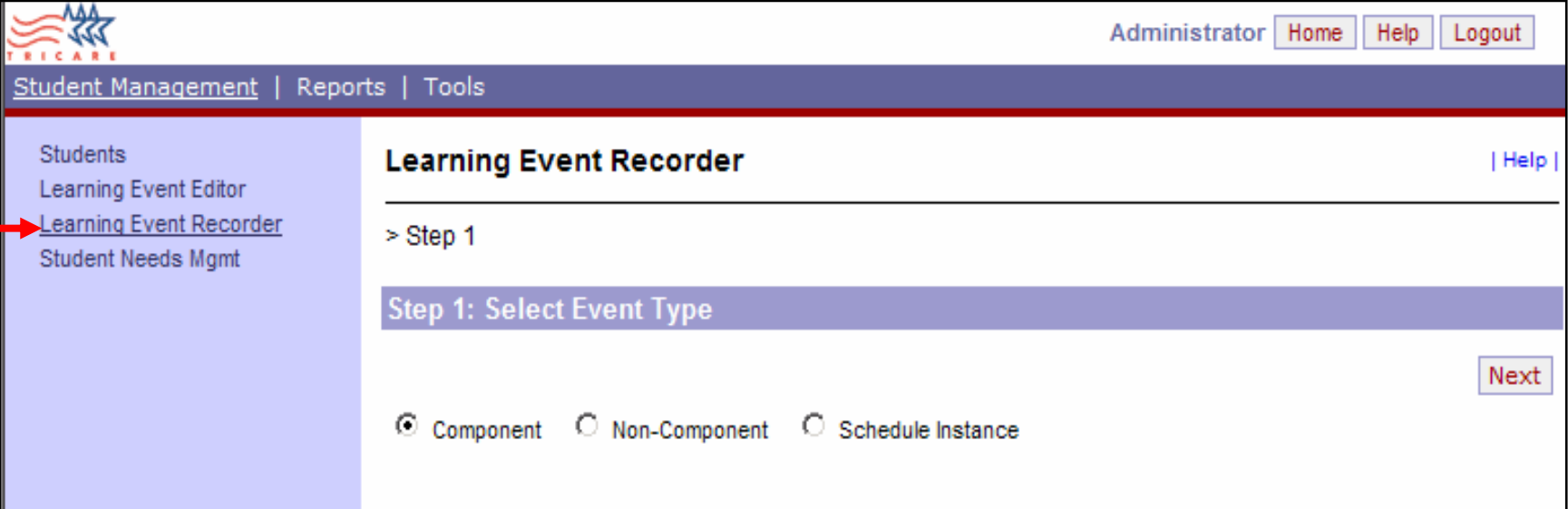
Granting Course Credit

- As a Training Administrator, you can grant course credit in the following instances:
 - Training was given in a group/classroom setting
 - A student was deleted from the system but still has his/her printed certificates
 - A duplicate record exists and you are combining the multiple student records
 - Note: There is no merge capability in the LMS
- Print certificates upon completion of a course

Learning Event Recorder (1 of 10)

- The Learning Event Recorder is a wizard that will step you through the process of granting credit for completed courses

1. Click Learning Event Recorder

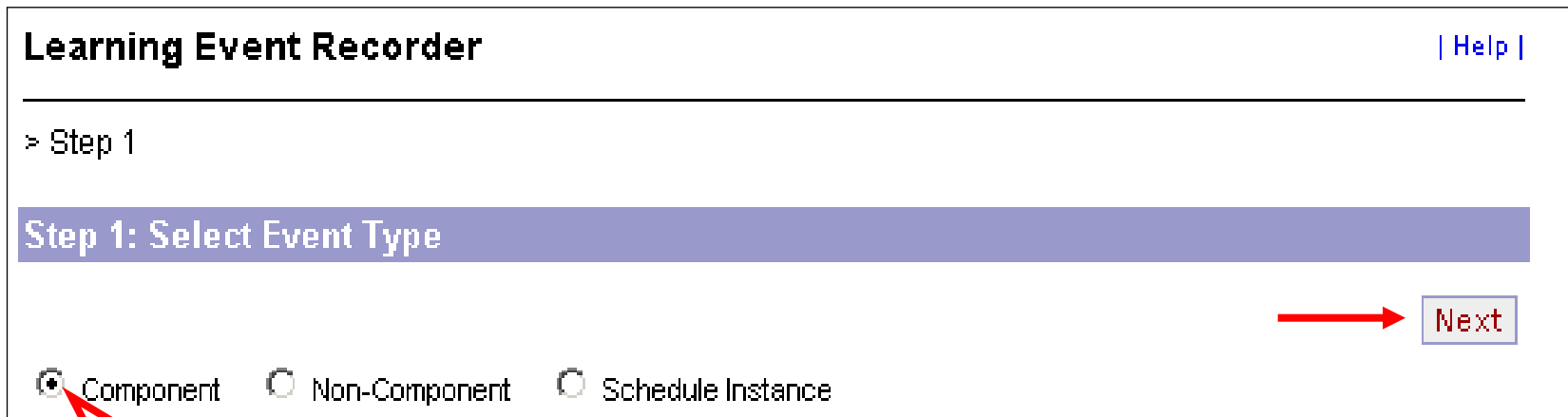


The screenshot displays the TRICARE Learning Event Recorder interface. The top navigation bar includes the TRICARE logo, the user role 'Administrator', and links for 'Home', 'Help', and 'Logout'. Below this is a secondary navigation bar with 'Student Management', 'Reports', and 'Tools'. The left sidebar contains a list of links: 'Students', 'Learning Event Editor', 'Learning Event Recorder' (highlighted with a red arrow), and 'Student Needs Mgmt'. The main content area is titled 'Learning Event Recorder' and shows 'Step 1: Select Event Type'. It features three radio button options: 'Component' (selected), 'Non-Component', and 'Schedule Instance'. A 'Next' button is located in the bottom right corner of the main content area.

Learning Event Recorder (2 of 10)

- Component is selected by default for Event Type

2. Click Next



Learning Event Recorder [| Help |](#)

> Step 1

Step 1: Select Event Type

☒ Component ☐ Non-Component ☐ Schedule Instance

→ [Next](#)

Always use
"Component"

Learning Event Recorder (3 of 10)

3. Select Component Type
4. Enter Component ID
5. Click **Next**



Learning Event Recorder [| Help |](#)


> Step 1 > Step 2

Step 2: Select Component

Previous **Next**

*** = Required Fields**

*** Component Type:**  

*** Component ID:** 

Revision Date:

Title:

Granting Course Credit: Refresher Training

Learning Event Recorder (4 of 10)

6. Complete required fields

7. Click **Next**





Learning Event Recorder [| Help |](#)

> Step 1 > Step 2 > Step 3

Step 3: Enter Learning Event Information

Previous Next

*** = Required Fields**

Component:	ONLINE HIPAA Refresher (Rev 11/30/2005 10:50:30 AM Eastern Standard Time)
Title:	HIPAA Refresher Course
Instructor:	 <input type="text"/>
Default Grade:	<input type="text"/>
* Default Completion Status:	COMPLETE (Completed Online Course) - For Credit 
* Completion Date: (1/1/2003)	 <input type="text" value="11/30/2005"/>
* Completion Time: (10:20:23 AM)	<input type="text" value="11:45:23 AM"/>
* Time Zone:	 <input type="text" value="America/New_York"/>
Default Price (USD): (1000,001.01)	<input type="text" value="0.00"/>
Total Hours: (1000,001.01)	<input type="text"/>
Credit Hours: (1000,001.01)	<input type="text"/>
Contact Hours: (1000,001.01)	<input type="text"/>

Learning Event Recorder (5 of 10)

8. Enter Student ID

9. Click [Add](#)

Learning Event Recorder [| Help |](#)

> Step 1 > Step 2 > Step 3 > Step 4



Step 4: Select Students

[Previous](#) [Next](#)

* = Required Fields

Add Students

Enter 'Student ID' or [add one or more from list.](#)

 **Student ID:**  [Add](#)

Edit Selected Students

There are no students in the list. Please add student before proceeding.

Learning Event Recorder (6 of 10)

- Student is added to the list

10. Click **Next**

Learning Event Recorder [| Help |](#)

> Step 1 > Step 2 > Step 3 > Step 4

Step 4: Select Students

Previous

Next

* = Required Fields

Add Students

Enter 'Student ID' or [add one or more from list.](#)

* **Student ID:**

Add

Edit Selected Students

Apply Changes

[Select](#) / [Deselect](#) all on page

Student ID	Name	Remove
68355	Colantuoni, Amanda, J	<input type="checkbox"/>

[Select](#) / [Deselect](#) all on page

Apply Changes

Learning Event Recorder (7 of 10)

11. Click Next

Learning Event Recorder [| Help |](#)

> Step 1 > Step 2 > Step 3 > Step 4 > Step 5

Step 5: Edit Student Event Information

Previous

Next

Student	Comments	Grade	Status
68355 (Colantuoni, Amanda, J)	<input type="text"/>	<input type="text"/>	COMPLETE (Completed Online Course) - For Credit <input type="button" value="v"/>

Learning Event Recorder (8 of 10)

12. Click Next

Learning Event Recorder [| Help |](#)

> Step 1 > Step 2 > Step 3 > Step 4 > Step 5 > Step 6

Step 6: Edit Student Event Financial Information

Previous

Next

For each student you may either enter the Price and Cost and Profit Centers or you may enter an order ticket.

Student	Price (USD) (1000,001.01)	Cost Center Account Codes	Profit Center Account Codes	Order Ticket
68355 (Colantuoni, Amanda, J)	<input type="text"/>	<input type="text"/>		<input type="text"/>

Edit

Granting Course Credit: Refresher Training

Learning Event Recorder (9 of 10)

13. Click Finish

Learning Event Recorder [| Help |](#)

> Step 1 > Step 2 > Step 3 > Step 4 > Step 5 > Step 6 > Step 7

Step7: Record Event

Previous

Finish

Component: ONLINE HIPAA Refresher (Rev 11/30/2005 10:50:30 AM Eastern Standard Time)
Component Title: HIPAA Refresher Course
Instructor:
Completion Date: 11/30/2005 11:45:23 AM Eastern Standard Time
Contact Hours:
Auto Competency: ☐
Total Hours:
CPE:
Default Tuition: 0.00
Credit Hours:

Student	Status	Grade	Price Cost (USD)	Centers	Profit Centers	Order Ticket
89 (Dunlap, Amanda)	COMPLETE (Completed Online Course)		0.00			

Comments:

Learning Event Recorder (10 of 10)

14. View Status

Finished

Status:

- The learning event has been successfully recorded.

Start Over

Generate Completion Certificates

Learning event that provide credits have been successfully recorded for the following student(s).

Student ID	Name
68355	Colantuoni, Amanda, J

PrintEmail

Tracking Completion Progress: Refresher Training

Custom Reports

- A custom report can be run to determine completion percentages per qualification
 - Remember: Qualifications are comprised of components
- Components in a qualification (i.e., nursing) are determined by courses assigned to that job position
- Components in the Refresher and Security qualifications include the course and the exam

Tracking Completion Progress: Refresher Training

Custom Reports (1 of 11)

1. Click [Reports](#) to access the reporting function
2. Click [Custom Reports](#)
3. Leave fields blank and click [Search](#)

Custom Reports | [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#) |

> Search

Search

Results

Search Custom Reports

Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Case sensitive search: ☒ Yes ☐ No

Report Name:

Description:

Custom Report Status: ☒ Active ☐ Not Active ☐ Both

→

Search

Reset

Custom Reports (2 of 11)

4. Click Run


Custom Reports | [Simple Search](#) | [Advanced Search](#) | [Help](#)

> Search

Search

Results

Custom Report Search Results

Report Name	Description
PassPercentageReport	 Run

Tracking Completion Progress: Refresher Training

Custom Reports (3 of 11)

5. For Domain, click [Select from list](#)


Pass Percentage for Job Positions | [Run Report](#) | [Help](#)


> Run Report

Run Pass Percentage for Job Positions

ReportTitle:

Report Format: ☐ XML ☐ CSV ☐ EXCEL ☐ HTML ☒ PDF

Report Header: 

Domain:  [Select from list](#) or By ID

Qualification: [Select from list](#) or By ID

Qualification Type: [Select from list](#) or By ID

Include Student Details: ☐ Yes ☒ No ☐ High Level Report

[Run Report](#) [Schedule Job](#) [Reset](#)

Tracking Completion Progress: Refresher Training

Custom Reports (4 of 11)

6. Enter Domain ID
7. Click **Search**

Search Domains


Search **Reset**

Case sensitive search: ☒ Yes ☐ No

Domain ID:

Description:

Domain Type: [Select from list](#) or **By ID**

 **Search** **Reset**

Tracking Completion Progress: Refresher Training

Custom Reports (5 of 11)

8. Check “Top Level Only”
9. Click [Add to Filter](#)

Pass Percentage for Job Positions | [Run Report](#) | [Help](#)

> [Run Report](#) > by Domain

[Create Filter](#) [View Filter](#)

Select Domains from List

[<< Search Again](#)

[Add to Filter](#) [Reset](#)

[Select / Deselect](#) all on page

ID	Description	Levels	Top Level Only	Include Sub Domains
T001	T001	0	<input checked="" type="checkbox"/>	

[Select / Deselect](#) all on page

[Add to Filter](#) [Reset](#)

Tracking Completion Progress: Refresher Training

Custom Reports (6 of 11)

10. Click Submit Filter

> [Run Report](#) > by Domain

Create Filter View Filter

View Domain Results

Add IDs

To manually add **IDs** to your filter, enter the exact **IDs** (separate multiple entries with commas), and click **Add**. The filter IDs are case sensitive.


Domain ID: [Add](#)

Edit Domain Results

Click **Submit Filter** to add the records listed to your filter. To remove record(s) from this list, use the checkboxes to select, and then click **Removed Checked IDs** to remove the selected records. To include **Sub Domains** of the selected records, click the corresponding checkbox in the **Include Sub Domains** column. Click **Reset** to revert to system default.

[Submit Filter](#) [Remove Checked IDs](#) [Reset](#)

Domain ID	Description	Levels	Remove Select / Deselect All	Include Sub Domains
T001	T001	0	<input type="checkbox"/>	No

 [Submit Filter](#) [Remove Checked IDs](#) [Reset](#)

Tracking Completion Progress: Refresher Training

Custom Reports (7 of 11)

- You are returned to Run Pass Percentage for Job Positions page

11. Click [Select from list](#) link next to Qualification Type


Pass Percentage for Job Positions | [Run Report](#) | [Help](#) |

> Run Report

Run Pass Percentage for Job Positions


ReportTitle:

Report Format: ☐ XML ☐ CSV ☐ EXCEL ☐ HTML ☒ PDF

Report Header: 

Domain: [Select from list](#) or By ID

Qualification: [Select from list](#) or By ID

Qualification Type:  [Select from list](#) or By ID

Include Student Details: ☐ Yes ☒ No ☐ High Level Report

[Run Report](#) [Schedule Job](#) [Reset](#)

Tracking Completion Progress: Refresher Training

Custom Reports (8 of 11)

12. Enter Qualification Type ID

13. Click **Search**

Pass Percentage for Job Positions | [Run Report](#) | [Help](#)

> [Run Report](#) > by Qualification Type

[Create Filter](#) [View Filter](#)

Create Qualification Types Filter For Pass Percentage for Job Positions

Add IDs manually or create the filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Add IDs (separate multiple IDs using a comma)

Qualification Types ID: [Add](#)

Search Qualification Types

[Search](#) [Reset](#)

Case sensitive search: ☐ Yes ☒ No

Qualification Type ID:

Description:

[Search](#) [Reset](#)

Tracking Completion Progress: Refresher Training

Custom Reports (9 of 11)

14. Select the Qualification Type
15. Click **Submit Selection**

Pass Percentage for Job Positions [Run Report](#) [Help](#)

> [Run Report](#) > by Qualification Type

[Create Filter](#) [View Filter](#)

Select Qualification Types from list

[<< Search Again](#)

[Submit Selection](#) [Reset](#)

[Select / Deselect](#) all on page

ID	Description	Select
REF	HIPAA Refresher	<input checked="" type="checkbox"/> 

[Select / Deselect](#) all on page

 [Submit Selection](#) [Reset](#)

Tracking Completion Progress: Refresher Training

Custom Reports (10 of 11)

16. Click Submit Filter

Pass Percentage for Job Positions | [Run Report](#) | [Help](#) |

> [Run Report](#) > by Qualification Type

[Create Filter](#) | [View Filter](#)

View Qualification Types Results

This screen allows you to view and edit the items you have selected. You can also Add additional IDs to your list. The "Submit Filter" button will submit your selected items to the previous search. The filter IDs are case sensitive.

Qualification Types ID: [Add](#)

[Submit Filter](#) [Remove Checked IDs](#) [Reset](#)

[Select](#) / [Deselect](#) all on page

ID	Description	Remove
REF	HIPAA Refresher	<input type="checkbox"/>

[Select](#) / [Deselect](#) all on page

 [Submit Filter](#) [Remove Checked IDs](#) [Reset](#)

Tracking Completion Progress: Refresher Training

Custom Reports (11 of 11)

17. Click Run Report


Pass Percentage for Job Positions | [Run Report](#) | [Help](#)

> Run Report

Run Pass Percentage for Job Positions

ReportTitle:

Report Format: ☐ XML ☐ CSV ☐ EXCEL ☐ HTML ☒ PDF


Report Header: 

Domain: [Select from list](#) or [By ID](#)

Qualification: [Select from list](#) or [By ID](#)

Qualification Type: [Select from list](#) or [By ID](#)

Include Student Details: ☐ Yes ☒ No ☐ High Level Report



Training Administrator Functionality

Include Student Details: No

- Note “Delinquent” numbers

Pass Percentage for Job Positions

Summary								
No. of Students:		61						
No. of Students Complete:		6						
No. of Students Incomplete:		55						
Percentage of Students Complete:		9.83%						
Students 31-60 Days Delinquent:		3						
Students 61-90 Days Delinquent:		0						
Students 90+ Days Delinquent:		52						

Domain Summary								
Domain ID	Domain	No. of Students Per Domain	No. of Students Complete	No. of Students Incomplete	Percentage of Students Complete	31-60 Days Delinquent	61-90 Days Delinquent	90+ Days Delinquent
T001	T001	61	6	55	9.83%	3	0	52

Report Details						
Domain ID	Domain	Job Description	No. of Students Per Job Position	No. of Students Complete	No. of Students Incomplete	Percentage of Students Complete
T001	T001	Administrative Support Services	5	0	5	0%

Tracking Completion Progress: Refresher Training

Include Student Details: Yes

Pass Percentage for Job Positions

Summary

No. of Students:	61
No. of Students Complete:	6
No. of Students Incomplete:	55
Percentage of Students Complete:	9.83%

Domain Summary

Domain ID	Domain	No. of Students Per Domain	No. of Students Complete	No. of Students Incomplete	Percentage of Students Complete
T001	T001	61	6	55	9.83%

Report Details

Student Name	Student ID	Completion Percent Per Job		Qual ID	Domain	Domain ID	Deployed	Days Non Compliant
		Student Description						
Cisneros, Karla	test	80.00 Volunteers		Nursing	T001	T001		525
Amanda, Test	391686	20.00 Administrative Support Services		ASS	T001	T001	X	461

Tracking Completion Progress: Refresher Training

High Level Report

- Note “Deployed” and “Delinquent” numbers

Pass Percentage for Job Positions

Summary

TOTAL No. of Students:	6499	:	
No. of Students:	6496	No. of Students Deployed:	3
No. of Students Complete:	6401	:	
No. of Students Incomplete:	95	:	
Percentage of Students Complete:	98.53%	:	
Students 31-60 Days Delinquent:	18	Deployed Students 31-60 Days Delinquent:	0
Students 61-90 Days Delinquent:	5	Deployed Students 61-90 Days Delinquent:	0
Students 90+ Days Delinquent:	26	Deployed Students 90+ Days Delinquent:	0

Refresher Training Roll-Out Schedule

<u>Date</u>	<u>Job Positions</u>
January 2006	•Nursing
February 2006	•Admin Support Services •Business/Finance •Provider
March 2006	•Ancillary Clinical •Facility Support Services
April 2006	•IM/IT •Medical Records/Patient Admin •Senior Executive Staff •Volunteers

LMS Update Session

Summary

- You should now be able to:
 - Login to the LMS
 - Update Student Profile with SSN
 - Access the Refresher Course
 - Update Student Profile with SSN as an Admin
 - Grant Course Credit for the Refresher Course
 - Track Completion Progress of the Refresher Course
 - Identify the Roll-Out Schedule for the Refresher Course

LMS Update Session

Resources

- DoD 6025.18-R, “DoD Health Information Privacy Regulation”, January 2003
- DoD 8580.X-R, DoD Health Information Security Regulation (Draft)
- www.tricare.osd.mil/tmaprivacy/HIPAA.cfm
- privacymail@tma.osd.mil for subject matter questions
- www.hipaasupport.tricare.osd.mil for tool related questions
- <http://www.tricare.osd.mil/tmaprivacy/Mailing-List.cfm> to subscribe to the TMA Privacy Office E-New
- Service HIPAA Privacy/Security representatives